



<b>CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY</b>		
<b>MANUAL</b>	<b>REF</b>	<b>DSA.GEN.MAN.005</b>
<b>ITS TRAINING POLICY AND PROCEDURE MANUAL – FORMAL COURSE STANDARDS</b>	<b>ED</b>	<b>01 DU 01/03/2015</b>
	<b>REV</b>	<b>00 DU 01/03/2015</b>

### SECTION 3.0 SURVEILLANCE COURSE

#### 3001 Air Operator Surveillance - Operations

ITS Course Number	3001
ITS Course Title	<b>Air Operator Surveillance – Operations</b>
Training Profile	Operations
Training Category	Surveillance 3.0
Sequence	Initial
Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Air Operator Surveillance.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Operations safety specialties. It presents information on air operator surveillance job functions, the CCAA, and Directorate of Aviation Safety responsibilities.





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Course Content	<p>This course provides training on basic air operator surveillance procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Plan a work program</li> <li>• Conduct En Route Inspections (Cockpit and Cabin)</li> <li>• Evaluation of Preflight Activities</li> <li>• Inspect Records (examples - trip, crew and dispatch)</li> <li>• Conduct airplane ramp inspections</li> <li>• Inspect line station operations and facilities</li> <li>• Training programs (examples - Flight and cabin, check airman, instructor, dispatch, flight following)</li> <li>• Documentation of Inspection Findings</li> </ul>
Prerequisites	None
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	





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## Section 4.0 Personnel Licensing Courses

### 4001 Personnel Licensing Procedures - Operations

ITS Course Number	4001
ITS Course Title	<b>Personnel Licensing Procedures - Operations</b>
Training Profile	Operations
Training Category	Personnel Licensing 4.0
Sequence	Initial
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Personnel Licensing certification.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Operations safety specialties. It presents information on personnel licensing job functions, the CCAA, and Directorate of Aviation Safety responsibilities.



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Course Content	<p>This course provides training on basic personnel licensing procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Conduct written tests for personnel licensing</li> <li>• Issue certificates (examples – student pilots and additional aircraft ratings)</li> <li>• Certification of Pilots (examples private pilot, commercial pilot, airline transport pilot, flight instructors, ground instructors).</li> <li>• Certification of other personnel (example – pilot examiners, flight engineer, aircraft dispatcher, special purpose authorizations, military competency).</li> </ul>
Prerequisites	None
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA18710

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**4201 Designated Examiner Procedures – Operations**

ITS Course Number	4201
ITS Course Title	<b>Designated Examiner Procedures - Operations</b>
Training Profile	Operations
Training Category	Personnel Licensing 4.2
Sequence	Initial
Course Length	24 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of designating examiner.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Operations safety specialties. It presents information on designated examiner job functions, the CCAA, and Directorate of Aviation Safety responsibilities.
Course Content	<p>This course provides training on basic designated examiner procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Designate or Renew Examiners (examples – Pilot Examiners, Flight Engineer, Aircraft Dispatchers)</li> <li>• Inspect Designated Examiners and training programs (examples – Pilot examiners, flight engineer, dispatchers).</li> </ul>
Prerequisites	ITS Course 4001
Revision Date	October 1, 2012
Course Manager	Phone:
Associated Training Courses	FAA (18710, 21036, 25027)

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**4501 Aviation Training Organization – Operations**

ITS Course Number	4501
ITS Course Title	<b>Aviation Training Organizations – Operations</b>
Training Profile	Operations
Training Category	Personnel Licensing 4.5
Sequence	Initial
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Aviation Training Organization certification.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Operations safety specialties. It presents policies and procedures on the certification and inspection of aviation training organizations, the CCAA, and Directorate of Aviation Safety responsibilities.
Course Content	<p>This course provides training on aviation training organizations and typically includes the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Conduct certification and renewal of training centers</li> <li>• Inspect training centers (personnel, records or qualifications)</li> <li>• Inspect any Designated examiners at associated with the training center.</li> <li>• Inspect facilities and equipment (example flight simulators or training devices.</li> <li>• Inspect curriculums</li> <li>• Evaluation of airports and aircraft and procedures.</li> </ul>
Prerequisites	ITS Course 4001
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA (18718, 22101, 21065)



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**4701 Flight Testing Procedures**

ITS Course Number	4701
ITS Course Title	<b>Flight Testing Procedures</b>
Training Profile	Operations
Training Category	Personnel Licensing 4.7
Sequence	Initial
Course Length	24 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Flight Testing procedures.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Operations safety specialties. It presents information on flight testing procedures, CCAA policy, and Directorate of Aviation Safety responsibilities.



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Course Content	<p>This course provides training on flight testing procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Conduct flight tests (examples – private pilot, commercial pilot, airline transport pilot, flight instructor, added ratings.</li> <li>• Conduct competency checks</li> <li>• Conduct pilot proficiency checks for air operators (examples – flight engineer, pilot instrument and training center evaluators)</li> <li>• Approve check airman</li> <li>• Issuance of a letter of authorization in Lieu of Type rating</li> </ul>
Prerequisites	ITS Course 4001
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA (12062, 12063, 12067, 12069, 18800, 20056, 20155, 21036, 21037) 28000